



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052022R10002  
**ISSUANCE DATE:** 10/14/2021  
**CLOSING DATE/TIME:** 11/12/2021 at 03:00 p.m. local time.

**SUBJECT:** Solicitation for a Cooperating Country National or Third Country National  
Personal Service Contractor (CCNPSC) – (Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez  
Digitally signed by  
Guadalupe Ramirez  
Date: 2021.10.12  
12:03:48 -06'00'

Guadalupe Ramirez  
Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION No.:** 72052022R10002
- 2. ISSUANCE DATE:** 10/14/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**  
11/12/2021 before and/or at 03:00 p.m. local time.
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Education and Youth)  
FSN-4005
- 6. MARKET VALUE:**  
Q.449,149.00–Q.696,173.00 equivalent to FSN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:**  
The period of performance is five (5) years, estimated to start o/a April, 2022. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds. The candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.
- 8. PLACE OF PERFORMANCE:**  
Guatemala with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS: CCN.**  
All interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:**  
Regional Security Office Background Check.
- 11. STATEMENT OF DUTIES**

**1. *General Statement of Purpose of the Contract.***

The USAID Project Management Specialist (Education and Youth) is a senior professional in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of education and youth activities. The incumbent serves as the team's senior advisor on education and youth issues and provides leadership in identifying opportunities for U.S. Government (USG) engagement in education and youth programming. This senior position ensures that the Mission

has the necessary strategic, technical, and management expertise to handle and successfully implement education and youth programs and activities in the Health and Education Office and broader Mission portfolio. The incumbent serves as the in-house subject matter expert on education and youth and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of education and youth activities.

## **2. *Statement of Duties to be Performed***

### **A. Project Planning, Management, Monitoring and Evaluation (50%)**

1. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Performance Plan and Report, and Feed the Future Planning and Reporting.
2. Support country-level annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the Operational Plan and any other new tools that may be provided for use in the planning processes.
3. Provide oversight to the annual education and youth budget and ensure costs remain within budget planning levels and that efficiency is maximized.
4. Analytically assess the education and youth portfolios, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitate design of new projects or activities necessary to achieve strategic objectives.
5. Participate or take the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
6. Ensure that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, Performance Management Plans, annual reports, and other requirements/requests. This includes supportive guidance to other technical and support staff in the Health and Education Office as necessary.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the education and youth program. Conduct field visits to USAID-supported activities to meet with implementing partners and government education officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
8. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
9. Identify opportunities and strengthen existing opportunities for integration of education and youth with HIV, health, economic growth and governance activities, and other areas of the Mission as appropriate.

10. Technically advise and make recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
11. In collaboration with other members of the Health and Education Office, manage the education and youth analytical agenda for national surveys such as the Demographic and Health Survey and other studies.
12. In collaboration with other Health and Education Office staff, initiate and coordinate targeted analyses of education and youth data to generate trends and patterns to inform planning and programming.
13. Participate in and ensure the effectiveness of site and other field visits to improve quality of service delivery.

**B. Technical and Strategic Leadership (25%)**

1. Serve as the lead technical officer for the USAID education and youth portfolios and provides expert direction in the design, implementation, monitoring and evaluation of education and youth programs and interventions.
2. Provide expert-level guidance to the Mission and the Ministry of Education including senior level officials in education and youth, serving as key advisor for all strategic and policy issues related to education and youth programming.
3. Work closely with other units within the Health and Education Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
4. Through literature review and other technical media research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global education and youth landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its education and youth programs.
5. Identify opportunities for integrated “state of the art” approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to education and youth program implementation.
6. In collaboration with the other members of the Health and Education Office, advise on the development of tools (such as dashboards) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to education and youth activities. Advise on targeted analyses of education and youth data to inform program planning and implementation.

**C. Representation and Reporting (15%)**

1. Represent USAID at designated national, regional and international meetings that relate to education and youth including regular participation in national level education and youth technical working groups and related committees.
2. Represent the Health and Education Office on USAID internal working groups and USG interagency working groups.

3. As requested by the Mission Director, Health and Education Office Director or Deputy Director, represent USAID at meetings outside of the education and youth field when needed.
4. Organize site visits and prepare orientation materials for delegations from USAID Headquarters, State Department, and other agencies.
5. As a member of the Education and Youth Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Department of State, and Congress.
6. Establish strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector education counterparts and medical associations to enhance regular and timely sharing of information on education and youth interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
7. Serve as a Mission representative on all inter-agency forums related to education and youth.
8. Prepares reports and responses to USAID/Washington requests for information.

**D. Supervision, Coaching/Mentoring and Staff Support (10%)**

1. Supervise Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise.
2. Works with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.
3. Provide expert advice and guidance to direct reports on matters relating to education and youth and how best the other program components could contribute to ensure effective service delivery.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy*

**12. PHYSICAL DEMANDS:**

The position does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** A Master's degree in Education, International Development, Social or Behavioral Sciences, Organizational Development, Political Science, or Business Administration.
2. **Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in education and/or youth programming in developing or middle-income countries, with experience on education and youth-related work in Latin America are required. Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank,

the Global Fund, the UN agencies, or national-level public sector projects.

3. **Language Proficiency:** Level 4 (fluent proficiency) English and Spanish, both oral and written, is required.

### III. **EVALUATION AND SELECTION FACTORS AND CRITERIA**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the Technical Evaluation Committee (TEC) Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. **Education (15 points)** A Master's degree in Education, International Development, Social or Behavioral Sciences, Organizational Development, Political Science, or Business Administration.
- b. **Prior Work Experience (25 points)** A minimum of seven (7) years of progressively responsible experience in education and/or youth programming in developing or middle-income countries, with experience on education and youth-related work in Latin America are required. Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, the UN agencies, or national-level public sector projects.
- c. **Skills and Abilities (60 points)** The incumbent must possess strong skills in communication (oral and written), advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks. The incumbent must have the ability to identify significant economic, political, and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

**Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

#### IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 (EMPLOYMENT APPLICATION FOR LOCALLY EMPLOYED STAFF OR FAMILY MEMBER) which is available at the following link: [https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY\\_EMPLOYED\\_STAFF\\_APPLICATION\\_FORM\\_DS-174.pdf](https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf)
2. Offeror must also submit a signed cover letter and a resume written in English.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov).
7. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health and life Insurance
  - b. Retirement plan (if applicable)
  - c. Annual and Sick leave
  - d. Annual bonuses: Bonus 14 and Christmas Bonus
  - e. Annual performance bonus (MBC Reward, as applicable)
  - f. Local and American Holidays

in accordance with Mission policy and local labor laws.

1. ALLOWANCES:
  - a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

**VII. TAXES**

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)



2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>641-MOD-20-HT-000</i>	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

**\*\*\* END OF SOLICITATION \*\*\***